REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE	9. INCUMBENT *(Optional)*

OFFICIAL

10. TITLE
Engineering Technician

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
				MONTH/DAY/YEAR	YES	NO	
GS	802		08	4/22/02			MS

18. **ORGANIZATIONAL STRUCTURE** *(Agency/Bureau)*

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date

21. Supervisor's Name and Title	24. Second Level Supervisor's Name and Title

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. **TOTAL POINTS**		27.
Grade based on PCS for Engineering Technician Series, GS-802 (TS-19 dtd 8/74, TS-80 dtd 6/69)			28. **GRADE**		28.

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/02

31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)

32. Remarks: FLSA: N Standard Job# 802-08	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				08	

B. MASTER RECORD

1. PAY	2. OCC.SER (4)	3. OCC FUNC.	4. OFF. TITLE CD	5. OFF. TITLE (38)
GS	802		0008	ENGRG TECHNCN

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	8 — 1=Sup. SGEG; 3=Mgr. SGEG; 4=Sup. CSRA; 5=Mgmt. CSRA; 6= Leader LGEG; 8=All Others	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO: 4 DA: 22 YEAR: 02

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary; 2=Secondary; 3=Foreign Svc.; Blank=NA	A — I=Inactive; A=Active	MO DAY YEAR	MO DAY YEAR	

16. INTERDIS. SER. (40)									
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)									
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
N — E=Exempt; N=Nonexempt	0 — 0=None; 1=CD 219; 3=SF 278; 4=AD 392 N	A=Sched A; B=Sched B; 0=Excepted but not A, B, C	1N — 0=Nonsensitive; 1=Noncritical N	08ET

6. WK. TITLE CD. (4)	7. WK TITLE (38)

8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)
1st	2nd	3rd	4th	5th	6th	7th	8th	0=Position Action No Vacancy; A=No Change; B=Lower Grade; C=Higher Grade; D=Different title and/or series; E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		Blank=N/A; Y=Yes	State (2) City(4) Cnty(3)		MO DAY YEAR	Blank=N/A; 1=PAS	MO: 04 DAY: 22 YEAR: 02

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST.
N — 1=Rev. when vacant; 2=Impact of Person; 3=Sup./SGEG; 4=Sup./Program; 5=RGEG; 6=Policy Analysis GEG; 7=Equipment Devel. Guide; 8=Agency Use; 9=Agency Use ALPHAS = Agency Use	MO DAY YEAR	MO DAY YEAR	Y=Perm; N=Other

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	Maintenance Review Act	Results		
1=Desk Audit	5=Desk Audi	1=No Action Req.	5=Series Change	9=Other
2=Sup. Audit	6=Sup. Audit	2=Minor PD Change	6=Pos. Upgrade	
3=Paper Rev.	7=Paper Rev.	3=New PD Req.	7=Pos. Downgrade	

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO DAY YEAR	MO DAY YEAR	A — 1=Inact. 2=Act.	MO DAY YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Standard Job #802-08

FORM AD-332 (Revised 4/86)

Engineering Technician Standard Job #802-08
GS-0802-08

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Actively participates in the overall development and planning of work.

Applies initiative and resourcefulness in planning nonroutine assignments of substantial variety and complexity; selects appropriate guidelines to resolve operational problems not fully covered by precedents; develops revisions to standard work methods and procedures; modifies parts, instruments, and equipment; and takes action or makes recommendations based on preliminary interpretation of data or results of analyses.

Constructs, assembles, and installs new equipment, and makes modifications and repairs to experimental or other equipment.

Plans, installs, modifies and calibrates complex/specialized instrumentation for collecting research data. Performs field maintenance on instrumentation to insure proper operation throughout the test period.

Assembles and installs complex precision instruments and devices; modifies or adapts instruments and equipment to obtain desired performance characteristics; devises experimental techniques; and observes significant trends in experimental data.

Independently initiates action to resolve or correct technical difficulties and results, or recommends resolution to supervisor.

Searches for literature pertinent to area of research for new procedures or techniques.

Assembles, tabulates and conducts analyses of collected data, with responsibility for recognizing and correcting errors, inconsistencies and other deficiencies in the data. Determines the causes of deviations in the test data, e.g., equipment malfunctions, sampling technique, or observational errors. Uses appropriate computer software in assembling and tabulating data.

Selects the best methods for presenting the data and prepares drafts, drawings, charts, graphs, figures, and reports illustrating and summarizing research results. Assists the research scientist in making accurate research interpretations and drawing accurate conclusions.

Keeps work-site in a neat and orderly manner.

B. Evaluation Factors

1. Knowledge Required by the Position

Extensive practical knowledge of the principles of engineering, and policies and programs to lay out, schedule, organize, and execute the details of either: (1) a wide variety of limited operational projects; and/or (2) one-at-a-time (and often long range) multiphased projects, at least some of which have nonstandard technical problems that must be coordinated with others.

Practical knowledge of the basic theories and practices of the scientific/engineering discipline(s) supported.

Ability to adapt, develop or improve techniques and procedures.

Thorough knowledge of engineering processes, methods, procedures and management practices necessary to perform a full range of complex duties related to the area of assignment.

Knowledge and understanding of the application of instrumentation used in analyses so that equipment can be modified to accommodate existing sampling and analytical conditions.

Skill to operate and maintain complex equipment systems common to laboratory, field, and greenhouse which must be calibrated and synchronized to achieve desired results.

Ability to locate, organize and adapt information from published literature for use as guidelines for new procedures.

Skill in keeping exact and detailed records of data obtained from experiments.

Knowledge of the research project objectives sufficient to contribute ideas to the planning and sequencing of the technical aspects of experimental design and execution.

Skill to recognize results that are unexpected, unusual or erroneous and to independently initiate action to overcome technical difficulties or refer for professional resolution or interpretation.

Sill in the use of personal computers and software packages in the data collection, analysis and presentation process.

Skill to obtain, tabulate, statistically analyze, and summarize data by graphic or other means. Familiarity with electronic and microprocessor-based calculators and equipment, and with computerized data storage and manipulation.

Knowledge of safe laboratory procedures.

2. Supervisory Controls

The supervisor or higher graded employee initially provides direction on the priorities, objectives, and/or deadline for kinds of work previously performed in the unit and therefore covered by precedent. Assignments new to the organization or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The incumbent identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, independently coordinates work efforts with outside parties, and characteristically submits only completed work. Administrative direction or decision is sought from higher authority on the course to follow when encountering significant technical or procedural problems with the work.

Review is usually in the form of an assessment as to how the incumbent resolved technical and related administrative problems encountered. Accuracy of the data produced, quality of observations made, and the sufficiency of steps employed in planning and executing the work assigned are customarily accepted without detailed review.

3. Guidelines

Incumbent works with new requirements or applications for which only general guidelines are available or with assignments where the most applicable guides are limited to general functional statements and/or work samples which are not always directly related to the core problem of the assignments, have gaps in specificity, or are otherwise not completely applicable.

Incumbent exercises judgment in applying the guidelines or extending their applicability to situations not specifically covered.

4. Complexity

The work requires the performance of various technical duties which involve

differing and unrelated processes and methods. The test equipment and procedures require considerable skill in experimentation and judgment to obtain reproducible data, and recognize and interpret reactions that are difficult to observe and that can significantly affect the validity of the data. A number of possible courses of action for planning and executing the work exists, and the incumbent exercises discretion in choosing from among them.

Judgment is required to apply a wide range of conventional, established approaches, methods, techniques and solutions to new situations. The incumbent identifies and recommends resolution of discrepancies in data based on a study of how the data interrelate; adjusts work methods to accommodate unusual conditions; and/or recommends or determines what data to use, record or report.

5. Scope and Effect

The work involves applying conventional technical and administrative solutions and practices to a variety of problems. Incumbent is involved in almost all phases of the scientist's study, and has responsibility for selected phases or conducts test applications of scientific and technical theories when the methods, techniques, and procedures are clearly outlined.

Work products directly affect the design and execution of experiments or the adequacy of such activities as long range work plans, field investigations, testing operations, or research conclusions.

6. Personal Contacts

Personal contacts are with employees in the agency, inside and outside of the immediate work unit, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

7. Purpose of Contacts

The purpose of personal contacts is to plan and coordinate work efforts; discuss technical requirements of equipment with manufacturers and resolve problems concerning the work or the peculiar needs of the organization; interpret data obtained and explain its purpose and significance; or reach agreement on operating problems such as recurring submission of inaccurate, untimely, incomplete or irrelevant data. The persons contacted are usually working toward a common goal and generally are reasonably cooperative.

8. Physical Demands

The work requires some physical exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) contributes to the arduous nature of the job. In other situations, such as in a laboratory, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. Work Environment

The work is performed in laboratory, shop, or other research setting which involves regular and recurring moderate risks or discomforts requiring special safety precautions, e.g., working with electronic equipment or working outdoors. The employee is required to use protective clothing such as gowns, coats, boots, goggles, gloves.

C. Other Considerations (Check if applicable)

[ ] Supervisory Responsibilities (EEO Statement)
[ ] Training Activities - Career Intern, Student Career Experience Program
[ ] Motor Vehicle or Commercial Driver's License Required
[ ] Pesticide Applicators License Required
[ ] Safety/Radiological Safety Collateral Duties
[ ] EEO Collateral Duties
[ ] Drug Test Required
[ ] Vaccine(s) Required
[ ] Financial Disclosure Required
[ ] Special Physical Requirements/Demands
[ ] Other:_____